Job Posting

1	*Applications accepted from:*	ALL PERSONS INTERESTED
2	*Job Classification*	PROGRAMMER ANALYST I (GRANT FUNDED)
3	*Posting Number*	PN #107139
4	*Department*	HOUSTON POLICE
5	*Division*	TECHNOLOGY SERVICES
6	*Section*	N/A
7	*Reporting Location*	33 ARTESIAN, 2ND FLOOR*
8	*Workdays & Hours*	MONDAY – FRIDAY, 8:00 A.M. – 5:00 P.M.*

*Subject to change

9   *DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS*
Supports the Application Support Section's responsibilities defined in the Technology Services' Standard Operating Procedures. Designs, writes, debug, maintain, and implements computer programs. Assists user departments in determining and documenting requirements for new systems and system modifications. Assess users' needs through direct communications, site reviews, and system analysis. Serves as a resource for computer operations and provides emergency response 24 hours a day to resolve program interruptions. Provides assistance to application programmers and other analysts. Must have excellent communications skills.

10   *WORKING CONDITIONS*
The position is physically comfortable.

11   *MINIMUM EDUCATIONAL REQUIREMENTS*
Requires a Bachelor's degree in Computer Science, Mathematics, Management and Information Systems, or a closely related field.

12   *MINIMUM EXPERIENCE REQUIREMENTS*
One (1) year of experience in systems analysis, design, programming and/or related field is required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13   *MINIMUM LICENSE REQUIREMENTS*
Must have a valid Texas Class C driver's license and comply with the City of Houston's policy on driving (AP 2-2)

14   *PREFERENCES*
Preference will be given to candidates with experience in C#, .NET, XML as well as Visual Basic, Microsoft Access, SQL Server, Oracle, HTML, and Web development.

15   *SELECTION/SKILLS TESTS REQUIRED*
None, however the Department may administer a skills assessment evaluation.

16   *SAFETY IMPACT POSITION*   ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17   *SALARY INFORMATION*
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 16
$946.00 - $1,279.00 Biweekly $24,596.00 - $33,254.00 Annually

     *** This is a grant-funded position. Continuation of this position beyond the life of
the Grant depends on the availability of additional funds.**

18   *OPENING DATE*   October 19, 2005

19   *CLOSING DATE*   November 1, 2005

20   *APPLICATION PROCEDURES*
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9471.**

An equal opportunity employer

S.L./J.B.A. 452.1